

NEBRASKA HHSS/OFFICE OF ECONOMIC AND FAMILY SUPPORT
NEBRASKA HOMELESS ASSISTANCE PROGRAM
2006-2007

State of Nebraska Department of Health and Human Services

REQUEST FOR PROPOSAL FOR CONTRACTUAL SERVICES

01- Nebraska Homeless Assistance Program	Friday, February 17, 2006, by 5:00 p.m. CST
RFP Number and Title	Date Due

Monday, December 5, 2005
Date of Issuance

Friday, February 17, 2006	Jean L. Chicoine
To Be Opened	Contact Person

REQUEST FOR PROPOSAL

Sealed proposals, subject to the conditions included in the RFP, will be received until the above listed proposal due date. On Friday, February 17th, the proposals will be publicly opened and read for furnishing the following described services to the State of Nebraska, Department of Health and Human Services, in accordance with the Request for Proposal and the specifications and conditions attached hereto.

If the proposal is missing technical information, the applicant will receive a telephone call followed by a written and/or electronic notification. The applicant will have until Friday, February 24th, 2006, by 5:00 p.m. CST to submit the needed information. **If applicant does not submit the requested additional information by February 24, 2006 by 5:00 p.m. CST, the applications will not be considered for funding.**

INSTRUCTIONS TO APPLICANT – READ CAREFULLY

FAILURE TO FOLLOW INSTRUCTIONS MAY RESULT IN REJECTED APPLICATION

- All proposals are subject to the Standard Conditions and Terms of Contractual Services as specified in the RFP.
- Review application for completeness. **If applicant does not submit requested information by the deadline(s), the application will not be considered for funding.** (Use and include Application Completion Checklist.)
- Applications with narrative sections **exceeding** the specified page limit **will not be considered for funding.**
- Faxed applications **will not be accepted.**
- The signed certification page **must be included with the proposal.**
- Proposals **must be typewritten and manually signed to be valid.**
- **The principal contact person for all matters pertaining to your grant is Jean Chicoine. Please contact Ms. Chicoine at 402-471-9644 or (800) 430-3244 ext. 9644 with any questions concerning the RFP or the application.**

SUBMIT PROPOSAL TO: Jean L. Chicoine, Nebraska Homeless Assistance Program Specialist
Nebraska Department of Health & Human Services
Office of Economic & Family Support
P.O. Box 95044
Lincoln, NE 68509-5044
402-471-9644 or (800) 430-3244
jean.chicoine@hhss.ne.gov

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I. PROGRAM SUMMARY

In order to serve the needs of people who are homeless and near homeless more effectively, the Nebraska Health and Human Services System (HSS) has combined the Homeless Shelter Assistance Trust Fund (HSATF) and the Emergency Shelter Grant (ESG) Program application process into a single application. The combined process and application is referred to as the **Nebraska Homeless Assistance Program (NHAP)**. Nonprofit organizations will be given explicit instructions and training, if needed, in order to administer funds received from the Nebraska Homeless Assistance Program.

In 1992 the Legislature created the Homeless Shelter Assistance Trust Fund by the passage of LB 1192. The bill increased the transfer tax to the seller of real estate by twenty-five cents on each \$1,000 of value from \$1.50 to \$1.75. The revenue is collected by County Registers of Deeds, remitted to the Nebraska Revenue Department and deposited into the Homeless Shelter Assistance Trust Fund. The level of remittance by individual counties is not relevant to the distribution process.

The Emergency Shelter Grant program is contained in subtitle B of title IV of the Stewart B. McKinney Homeless Assistance Act (Pub. L. 100-77, approved July 22, 1987). The program authorizes the Secretary of the U.S. Department of Housing and Urban Development (HUD) to make grants to States, units of local government, and nonprofit organizations providing assistance to homeless individuals.

In 2001, the Nebraska Legislature passed LB516, which transferred the State Homeless Shelter Assistance Trust Fund to the Nebraska Health and Human Services System, Department of Services. At that same time, Governor Johanns requested that HUD transfer the administration of the Emergency Shelter Grant Program to the Health and Human Services System. HUD granted this request, and on September 1, 2001, both the state Homeless Shelter Assistance Trust Fund and the HUD Emergency Shelter Grant Program became the responsibility of the Nebraska Health and Human Services System.

II. PURPOSE

The purpose of the Nebraska Homeless Assistance Program (NHAP) is to provide an overall continuum of care approach to address the needs of people who are homeless in Nebraska, by assisting in the alleviation of homelessness, providing temporary and/or permanent shelters for persons who are homeless, addressing the needs of migrant farm workers, and encouraging the development of projects that link housing assistance programs with efforts to promote self-sufficiency.

III. INTENT

It is HHS's intent to award funds through a regional and programmatic (i.e. activity specific) allocation process which emphasizes equitable distribution as well as quality projects and programs. The intent of this grant is to supplement a homeless service provider's budget. Therefore, organizations are encouraged to seek other sources of funding and collaborate and coordinate programs and services with other organizations in order to optimize the use of NHAP funds.

IV. SERVICES DESCRIPTION

Eligible activities for NHAP funding are 1) Facility Operations, 2) Client Services, 3) Homeless Prevention, and 4) Facility Rehabilitation.

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Facility Operations:

Expenses directly related to the operations of an emergency shelter or transitional program including but not limited to rent, utilities, telephone, routine maintenance, office supplies, repairs, insurance, furniture and equipment, audits (HSATF only), security and fuel. Also, hotel and motel vouchers, used to provide emergency shelter, are included. A recipient may use up to 5 percent of the HSATF annual award for administrative purposes. Eligible administrative costs include staff to prepare progress reports and audits. Agency administration cost is not an eligible activity under ESG.

Client Services:

Food, clothing, transportation (including gas vouchers and bus tokens), child care, medical assistance, medical and psychological counseling, substance abuse treatment and counseling, nutrition counseling, help in obtaining other assistance (federal, state or local), and staff salaries to provide the aforementioned to persons in need. Case management services to homeless clients only. Programs that promote self-sufficiency and economic independence are also included in this category.

Homeless Prevention:

Includes short-term subsidies to defray rent and utility arrearages when there is an eviction or utility shut off notice or when there is an unusual circumstance that results in utility arrearages; security deposits or first-month's rent to assist the homeless in obtaining housing; legal representation in eviction proceedings; mediation programs for landlord/tenant disputes; and payments to prevent mortgage foreclosure. Salaries to provide case-management to near-homeless clients only in order to prevent homelessness.

Facility Rehabilitation:

Expenses related to the construction, maintenance or improvement of an emergency shelter or transitional housing program including materials, tools and other costs related to structural improvement of homeless facilities; installation of security devices; improvements to increase energy efficiency; changes necessary to make a facility handicapped accessible.

V. TARGET SERVICE AREAS

In order to serve the needs of people, who are homeless throughout the entire state, HHS will strongly consider the geographic distribution of funds according to the regions identified on the NHAP Continuum of Care map on page x.

VI. TARGET POPULATION

NHAP funds may be used to assist homeless and near-homeless persons in Nebraska.

Homeless means a person or family who lacks fixed, regular, and adequate nighttime residence and who has a primary nighttime residence that is (1) a supervised publicly or privately-operated shelter designed to provide temporary living accommodations including welfare hotels, congregate shelters, youth hostels, domestic abuse shelters; and transitional programs for the mentally ill; or (2) an institution that provides a temporary residence for persons intended to be institutionalized; or (3) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Near-homeless means a person or family residing in a fixed nighttime residence: (1) when the residence violates housing codes and/or ordinances (a) where the safety or health of the person or family is endangered; or (b) where the person or family is at risk of being evicted; or (2) where the number of individuals living in the home violates any existing housing ordinances regarding overcrowding for sixty days or less; or (3) whose health and/or safety is threatened by domestic violence; or (4) who is in a short-term treatment program.

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NHAP funding may not be used to serve wards of the State. This population is not considered homeless for the purposes of NHAP, because the State is legally responsible for the basic needs of such children.

Runaway youth who are not a part of the foster care system and are not wards of the State are considered homeless.

VII. ELIGIBILITY

Eligible Applicants:

Funds will be granted to eligible community-based, neighborhood-based, and faith-based non-profit 501 (c) (3) organizations that provide emergency shelter, transitional housing, and/or programs that address the purpose of the fund as outlined in the rules and regulations.

Applicant Eligibility:

To be eligible to apply for funding through the Nebraska Homeless Assistance Program, applicants must meet all of the following criteria:

- A. Applicant must be a private, nonprofit organization exempt from taxation under section 501 (c)(3) of the Internal Revenue Code of 1986, as amended;
- B. Applicant cannot discriminate based on age, religion, sex, race, color, disability or national origin;
- C. Applicant must provide:
 - (a) residential housing for at least eight hours of every twenty-four hour period, as defined by the state and federal rules and regulations governing the HUD Emergency Shelter Grant and the Nebraska Homeless Shelter Assistance Trust Fund, or
 - (b) in the case of assistance involving solely client services, homeless prevention or operation activities, applicant must provide services to the general population being served according to State and Federal Regulations.
- D. Applicant must operate a certified drug-free premise.
- E. Applicant must agree to participate in any count of homeless persons undertaken by NHHS or any person or firm contracting with NHHS. Information provided by applicant will be strictly confidential.
- F. Applicant must conduct and submit the organization's annual, certified, external audit for the year immediately preceding the application to be eligible for NHAP funding.

Omaha Applicants Only:

Nonprofit/homeless organizations in the city of Omaha are not part of this RFP/application process. Omaha agencies are **required to submit their grant applications directly to the local unit of government.** The unit of government (City of Omaha) provides the recommendation to the State for funding. The Office of Economic and Family Support (NHHS) coordinates and collaborates with the Unit of Government (City of Omaha) in making the final grant decisions for Omaha.

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VIII. FUNDING PRIORITIES

Program Funding Priorities:

High Priority will be given to funding programs that address any or all of the following:

1. Strategies that promote self-sufficiency (e.g. case management, outreach, development of independent living skills, counseling services, basic skills instruction, high school completion) for persons who are homeless.
2. Strategies that address a “Continuum of Care” approach to providing shelter and service through collaboration of services with other agencies.
3. Expansion of operations, services, and programs that fill an identified gap in the regional/local continuum of care. This includes the acquisition and rehabilitation of an existing building for emergency shelter and/or transitional program facility.
4. Operations, services, and programs that, if they were discontinued, would create a substantial, recognizable gap in the regional/local continuum of care.
5. Prevention activities that are a long-term solution to preventing homelessness in the region.

IX. REVIEW AND EVALUATION PROCESS

The Nebraska Homeless Assistance Program Application Review Team includes representatives from the state departments of Economic Development, Education, Health and Human Services, and other agencies, organizations, and groups that have involvement with people who are homeless and near homeless. The representatives will score the written proposals and will submit recommendations to the Department of Health and Human Services for Services for final approval. Written proposals will be evaluated on the following factors, assigning a numerical weight with a maximum total of 100 points.

Criteria:

- | | |
|-----------|--|
| 20 points | <u>Section I. Organization, Programs, Services (3 PAGE MAXIMUM)</u>
History shows organization’s development; mission(s) clearly states the focus of the organization’s programs and services; adequacy of staffing, experience and competence of staff; demonstrated ability of project management. If the applicant plans to subcontract, provide this information on the subcontractor as well. |
| 20 points | <u>Section II. Program Funding Request (3 PAGE MAXIMUM)</u>
Describe purpose of program service. Describe how a proposed program would address client need(s). Client need may be documented by the number of persons housed per night, the number of meals provided, or other verifiable units of service provided by the applicant. Organization exhibits a record of accurate tracking of needs and services. |
| 10 points | <u>Section III. Program Data (Use form and space provided.)</u>
Requested data for type of project, services, population(s) served, characteristics of populations served, and racial/ethnic characteristics. There is a record of timely submission of required monthly and annual reports. |

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- 10 points **Section IV. Budget Information** (2 PAGE MAXIMUM, for the BUDGET NARRATIVE)
Budget and audit reflect use of sound fiscal policy. The proposal needs to include the outlined budget completed on the forms provided. Please include a budget narrative as well. Budget and audit show diversified budget funding sources.
- 15 points **Section V. Effectiveness Measures** (Use space and form provided.)
Describe the client needs, service, and how each is evaluated for effectiveness. Determine outcomes and impact. [See instructions on Logic Model in appendix.]
- 25 points **Section VI. Continuum of Care Involvement** (2 PAGE MAXIMUM)
Evidence throughout the application of coordination of services or providers implementing a continuum of care approach. Evidence that ongoing services are essential to the Regional/Local Continuum of Care and expanded services will fill a gap identified in the Regional/Local Continuum of Care. **Letter(s) of support attached (not included in 2 page maximum).**

X. CERTIFICATIONS: CONTINUUM OF CARE & NMIS

Continuum of Care

The goal of homeless programs in the State of Nebraska is to provide services to people who are homeless and near homeless to help them reach self-sufficiency. It is widely recognized that homelessness is not due to just a lack of shelter; it also involves a variety of unmet needs and underlying economic, physical, and social challenges. To the extent that homelessness encompasses a wide range of conditions, the State strongly supports the “Continuum of Care” concept as an effective approach to addressing the needs of people who are homeless. Continuum of Care is a community and regional-based process that provides a comprehensive and coordinated housing and service delivery system. The U.S. Department of Housing and Urban Development (HUD) initiated the “Continuum of Care” process in 1994. The process promotes a coordinated, strategic planning approach for programs that assist families and individuals who are homeless and near homeless.

A Continuum of Care system has the goal of moving all persons who are homeless to permanent housing. This means identifying all homeless populations in communities, understanding the need of people who are homeless and near homeless, and building a comprehensive system that responds. A Continuum of Care approach helps communities/regions strategically plan for and provide a balance of emergency, transitional, and permanent housing and service resources to address the needs of people who are homeless so they can make the critical transition from homelessness to jobs, independent living, and/or permanent housing.

A Regional/Local Continuum of Care definition:

Recognition by the region/community of the importance of all the components of a continuum of care, and common definitions, (e.g., prevention, outreach, intake and assessment; emergency shelter; transitional housing programs, supportive housing; and permanent housing; and all appropriate support services) adopted to describe services and activities.

Grantees must be active participants in regional and sub-regional continuums of care. If you are a service or housing provider and not currently involved in a regional/sub-regional continuum of care, please contact Jean Chicoine, jean.chicoine@hhss.state.ne.us and/or (402) 471-9644, to identify a primary contact person in your area.

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Nebraska Management Information System

A Homeless Management Information System (HMIS) is a reporting system for agencies who work with people who are homeless and near homeless. The McKinney-Vento Act, as summarized in a Report to Congress, requires and/or encourages collecting, analyzing, and reporting data. The Department of Housing and Urban Development (HUD) required implementation of an HMIS by October of 2004. As a result of the requirement, the Nebraska Management Information System (NMIS) formed a 501 (c) (3) to conduct activities to comply with the HUD reporting requirement.

Grantees must demonstrate steps toward implementation of NMIS and NHAP reporting requirements.

XI. AWARDS AND AWARD NOTIFICATION

Award of funds is contingent on continued State and Federal funding. Public notification of awards will be made in June of 2006. Prior to that time, applicants are notified of their pending awards. The Nebraska Department of Health and Human Services begins discussions of programmatic and fiscal terms to reach a contractual agreements. These discussions are limited to terms and conditions not specifically addressed in the RFP and do not significantly alter the proposal. Contracts shall run for a one (1) year term with an option to renew for an additional one (1) year term upon mutual agreement of the parties. A second year renewal shall be contingent upon funding availability and the satisfactory performance of the grantee.

In the event the Nebraska Department of Health and Human Services fails to reach agreement with the applicant within thirty (30) days from commencement of negotiations, the Nebraska Department of Health and Human Services may disqualify any such applicant and proceed to award the contract to the next qualified applicant.

Nebraska Department of Health and Human Services reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety this Request for Proposal. This Request for Proposal does not commit the Nebraska Department of Health and Human Services to award a contract, to pay costs incurred for the preparation of proposals, or to procure or contract for services.

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Application Completion Checklist

To ensure that your application for Nebraska Homeless Assistance Program is complete and will be accepted for review, **please use and include this checklist in your application:**

- ☐ The application **DOES NOT EXCEED THE PAGE MAXIMUMS INDICATED FOR NARRATIVE SECTIONS within the document.**
- ☐ The attached NHAP application is presented on the forms provided or in similar format on the applicant's own application document. All questions are addressed.
- ☐ Budget(s) identify all sources and uses of funds as they relate to the program(s) described in this application.

THE FOLLOWING ITEMS MUST BE INCLUDED:

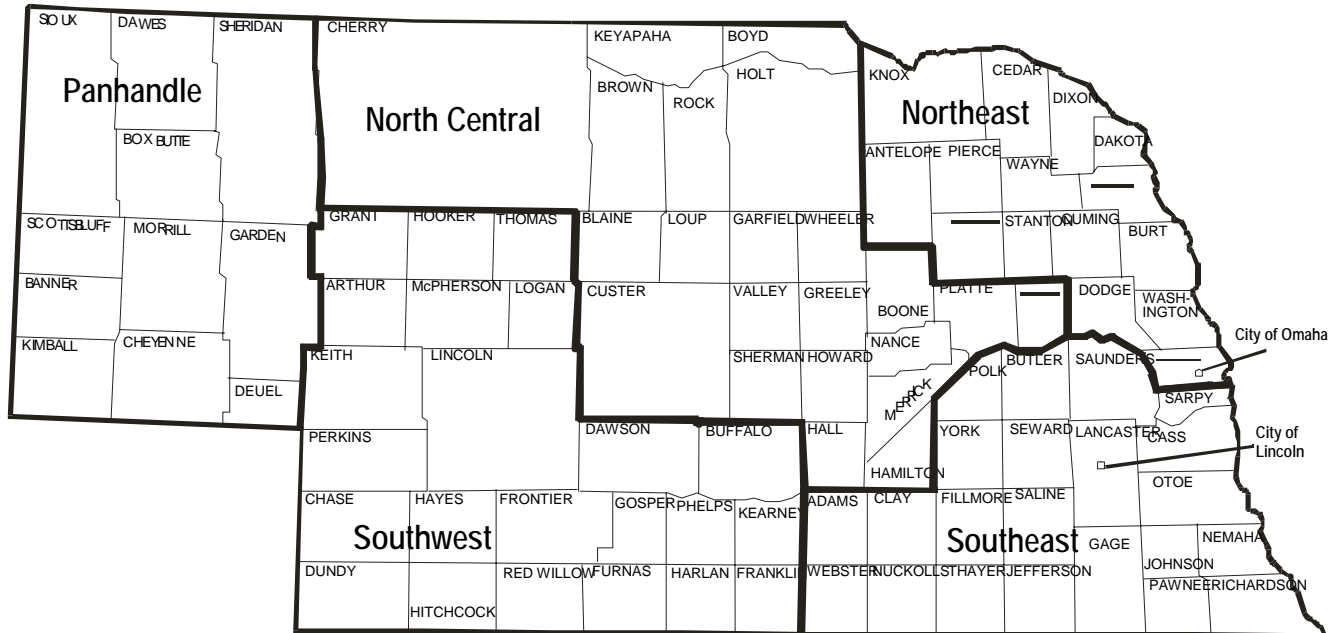
- ☐ Copy of a certified, external financial audit for the year preceding application.
- ☐ Organization's articles of incorporation and/or proof of 501 (c) (3) status **(Include even if your organization has received NHAP funding in the past.)**
- ☐ List of Board of Director's, including their addresses and phone numbers.
- ☐ List of personnel supported through this grant.
- ☐ Letters of support (not to exceed three).
- ☐ Certification of *Continuum of Care* participation, Agreement to Participate in the Homeless Census, and Drug Free Work Place Statement.

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- ☐ Please submit **original and (7) copies** of the **entire application and supporting documentation.**

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Continuum of Care Regions

2006 Nebraska Homeless Assistance Program



Nebraska Homeless Assistance Program (NHAP) Continuum of Care Regions

- Region 1: Panhandle** (Sioux, Dawes, Sheridan, Box Butte, Scotts Bluff, Morrill, Garden, Banner, Kimball, Cheyenne, Deuel counties)
- Region 2: North Central** (Cherry, Keya Paha, Boyd, Brown, Rock, Holt, Blaine, Loup, Garfield, Wheeler, Boone, Platte, Colfax, Custer, Valley, Greeley, Sherman, Howard, Nance, Hall, Merrick, Hamilton counties)
- Region 3: Southwest** (Grant, Hooker, Thomas, Arthur, McPherson, Logan, Keith, Lincoln, Perkins, Dawson, Buffalo, Chase, Hayes, Frontier, Gosper, Phelps, Kearney, Dundy, Hitchcock, Red Willow, Furnas, Harlan, Franklin counties)
- Region 4: Southeast** (Polk, Butler, Saunders, Sarpy, York, Seward, Lancaster [Lincoln excluded], Cass, Otoe, Fillmore, Saline, Adams, Clay, Webster, Nuckolls, Thayer, Jefferson, Gage, Johnson, Nemaha, Pawnee, Richardson counties)
- Region 5: Northeast** (Knox, Cedar, Dixon, Dakota, Antelope, Pierce, Wayne, Thurston, Madison, Stanton, Cuming, Burt, Dodge, Washington, Douglas counties [Omaha excluded])
- Region 6: Lincoln**
- Region 7: Omaha**